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Clerk*



*United States Bankruptcy Court
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Office of the Clerk*

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REQUIREMENTS FOR FILING A CREDITOR MATRIX

The court is using sophisticated equipment and software to ensure accuracy in scanning creditor lists but certain problems can still occur. By following these guidelines, you can help the court avoid delays in mailing notices.

Manual method for creditor matrices with 49 or less creditors, page 2, sample on page 3

Automated method for creditor matrices with 50 or more creditors, page 2

★ **BOTH METHODS**

1. **Each name/address block must consist of no more than 5 lines total, with one blank line between each name/address block.**
 - a. Each line must consist of **no more** than 40 characters in length.
 - b. Account numbers, if used, must be on the second line of an address block.
 - c. **City, State and zip code must be on the last line.** A nine digit zip code must be typed with a hyphen separating the two groups.
2. **Matrix must be in upper and lower case type**, first letter capitalization of proper names, etc.
3. Type lists in **courier 10 pitch**. DO NOT use bold type.
4. Matrix must be in a single column format.
5. **Matrix must be left column flush.** Do not center the name/address block.
6. Margins must be at least ½ inch from the edge of the page.
7. **DO NOT INCLUDE** the following names on the creditor matrix:
 - a. Debtor/joint Debtor
 - b. Attorney for the Debtor
 - c. Office of the United States Trustee, for the Eastern District of Wisconsin.
8. The filing of a verification of a creditor matrix is not a requirement of this district. However if you do file a verification of the creditor matrix, it should be separate from the creditor matrix.

MANUAL METHOD

1. **ON THE REVERSE SIDE OF THE MATRIX, INCLUDE:**
 - a. Debtor's last name
 - b. Page numbering (1 of 2; 2 of 2).
2. The following problems can prevent your matrix from being read, requiring you to re-submit the creditor matrix.
 - a. Non-standard paper such as onion skin, inappropriate size paper (not 8 ½ x11 size), colored paper (such as yellow).
 - b. Poor quality type caused by submitting a photocopy or using an exhausted typewriter ribbon, using a typewriter with a fabric ribbon, or using carbon paper.
 - c. Unreadable type face or print styles such as proportionally spaced fonts, dot matrix printing, or exotic fonts (such as olde english or script).
 - d. Extra marks on the list, such as letterhead, dates, debtor's name, stains, handwritten marks.
 - e. Mis-aligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.

AUTOMATED METHOD

1. Disk requirements are as follows:
 - # The matrix is to be submitted on a 3 ½ inch disk.
 - # Only **one** matrix is to appear on a disk.
 - # The file must be named: **matrix**
 - # **ACCEPTABLE FILE FORMATS:**
 - # **ASCII DOS TEXT**
 - # **WordPerfect 6 or higher**
- # Label the **exterior** of the disk with the debtor's last name and creditor count.
- # Once the matrix information is uploaded, the disk along with a printout will be returned to the submitting party for your review.

SAMPLE MATRIX (DO NOT INCLUDE THIS LINE ON THE ORIGINAL)

Little Chicken Delivery Service
Attn: Ms Feathers
143255 North Skyway Lane
Clucksville, WI 53202-4581

Oscar Pelican Pet Food Center
Account Number 12554444
6900 South Birdfeed Way
Allenton, WI 53442

William Murray
114 North Caddyshack Lane
Greenskeep, WI 53202

Mustang Sally Body Shop
1222 West Grooving Road
Hipsville, WI 53202